

**Navy
Mobilization
Processing
Site
Norfolk, Virginia**

**Demobilization
Transition
Brief**



Welcome to Navy Mobilization Processing Site (NMPS), Norfolk, VA

PREPARATION FOR DEMOBILIZATION

- GUIDANCE
- INSTRUCTION
- SCREENING
- INFORMATION



http://www.cnrma.navy.mil/reserve_affairs.h

NMPS INFO

NMPS

- Hours of Operation (0730 - 1600)
- Phone number (444-3294/9171)
- CDO phone number (757) 438-3375
- TPU Quarterdeck (444-1640 After 1600)

Mustering - Twice daily at 0730 & 1500

Ensure you check out with a staff member to update your process status after each process (medical & dental, and PSD).

Demobilization Process

Check In

- Members will be provided with a demobilization handbook.

Medical/Dental Record Screening - If you have to go to medical or the hospital for appointments, make sure to get the SF-600 form from the doctor and turn it in the same day to the NMPS Corpsman/Physician Assistant.

Demobilization Brief

- PSD
- USERRA
- Tricare
- Veteran's Benefits
- FFSC

Check-Out

- Critique sheet for NMPS
- Return to Reserve Center for final deactivation
- Complete NMPS Checklist and sign

FORMS

NMPS

- Navy Demobilization Processing Information
- NMPS Demobilization Checklist
- Reserve Demobilization Exit Survey

MEDICAL

- SF-600 Form (Short form physical)
- DD Form 2697 Report of Medical Assessment
- DD Form 2796 Post-Deployment Health Assessment

Dental

- Member may be eligible for dental treatment up to 90 days after separation. Information must be documented in dental record and authorization should be listed on member's DD-214.

DD

- Demobilization DD-214 Worksheet - List all active and inactive timeframes and all awards.

SC

- Pre-separation Counseling Checklist (DD Form 2648)

Sanctuary Screening

Members who have attained 18 or more years of active service (including AD, ADT, AT, ADT, ADSW, PRC, & partial mobilization) and

- have not signed a waiver, and choose not to be separated

MAY have orders amended with approval from PERS-91 and PERS-44M.

PSD

Separation and Travel Entitlements

- Bring Point Capture Sheet to PSD. Complete DD-214 Worksheet.
- Separation Leave (Leave balance determined by PSD)
Option: sell back leave or take terminal leave.
- Final Travel Liquidation (Upon completion of your orders, after you have returned home, send final claim to gaining command PSD).

DD-214 (Certificate of Release or Discharge from Active Duty)

- Only documented activity will be reported on DD-214. We cannot change/update records.
- Review all blocks for accuracy

ASOSH

Point Capture Sheet

- aka Annual Statement of Service History
ASOSH
- used to verify service participation and years of military service
- www.bol.navy.mil
- Select ARPR/ASOSH
- Select ASOSH

Verify and confirm awards prior to arriving at PSD

- any corrections must be done through your reserve center
- demobilization will not be delayed for corrections

PSD Pay Issues

Pay Issues

- All pay issues will be handled by disbursing and not PSD NMPS processing.
- Make appointments with disbursing before reporting PSD.

– A-G	DEBBIE JONES	445-5285
– H-N	DK2 SAUNDRA SONNIER	445-5235
– O-Z	DK3 DARLENE HALL	445-5186

ID CARDS

- ✍ Upon completion of terminal leave, member will report back to their reserve center for issuance of a reserve ID card. At that time, the reserve center will collect the member's active duty card, destroy it, and then notify PNC Zurenda at **zurendaj@psalant.navy.mil** that the card has been destroyed so that the final copy of the DD 214 can be mailed to the member.
- ✍ If the member has maintained his reserve card while on active duty, the member must take the responsibility to mail the active duty card back to PSD in the envelope that PSD will provide to them. Upon receipt of the card, PSD will forward the final DD-214 to the member.

Uniformed Services Employment Reemployment Rights Act (USERRA)

are required to report to your previous employer within the following timeframes:

<u>Length of Mobilization</u>	<u>Timeframe to Report</u>
<30 Days	1 Day
31-180 Days	2 Weeks
> 180 Days	90 Days

<http://www.osc.gov/userra.htm>

rior to demobilizing, contact your employer in writing of your intentions to return.

UNEMPLOYMENT

Unemployment Compensation

For rates and eligibility requirements,
contact your State Employment Office.

TRICARE INFORMATION

www.tricare.osd.mil

Servists and their dependents are authorized medical benefit during separation. Coverage will automatically revert to Tricare Standard. If you desire Tricare Prime you will have to reapply at the start of the month.

ACTIVE SERVICE

Less than 6 years

More than 6 years

COVERAGE

60 days

120 days

Continued Health Care Benefit Program (optional)

\$933.00 per individual per quarter

\$1,996.00 per family per quarter

Tricare Regional Offices (See your demobilization handbook).

NOTE: Once you return to your employer and your employee health care plan is reinstated, your coverage with Tricare ceases. If you are still under a Tricare program, Tricare will pay as a secondary only.

TRICARE DENTAL BENEFITS

- ✕ Those RC Members who were enrolled in TDP prior to active duty will automatically be re-enrolled in the program upon release from active duty.
- ✕ RC members and their family who were not enrolled in TDP prior to release from active duty may be eligible to enroll in TDP.

TRICARE DENTAL BENEFITS (con't)

- Upon deactivation members not electing to continue TDP for themselves and family members must disenroll within the first 30 DAYS following DEMOBILIZATION or you will be obligated for the full 12 MONTHS of enrollment.

TRICARE DENTAL (con't)

- ✕ TDP has initial enrollment requirement for 12 MONTHS. Family members who continue in TDP upon sponsor's release from active duty, shared PREMIUM RATE WILL INCREASE FROM \$20.35 TO THE FULL PREMIUM RATE OF \$50.88 Monthly.
- ✕ FOR MORE INFO. CALL 1-800-866-8499 OR WEBSITE www.ucci.com

FLEET & FAMILY SUPPORT

SC offers many programs and automated systems to help you and your family members find employment and make a successful transition.

Programs offered:

- Transition Assistance Program (up to 180 days)
- Employment Career Resource Center
- Referral to Government and Private Programs
- Job Search/Placement
- Financial Planning Assistance
- Counseling on Effects of Career Change
- Relocation Assistance
- Workshops

FLEET & FAMILY SUPPORT CENTER

**Center Listing & Other Agencies and
Additional Organizations (See
demobilization handbook)**

**The DD Form 2648, Pre-separation
Counseling Checklist is required prior to
demobilization.**

VETERANS ADMINISTRATION

✕ To be eligible for VA benefits you must have:

- Completed 24 months continuous active duty, or
- Reservists ordered to active duty at least 181 days.
- However, in time of war members may be eligible for benefits after 90 days. (See your local VA representative for your particular circumstances.)

VETERANS ADMINISTRATION

- ✧ Benefit Timetable
- ✧ Veteran Service Organization Listing
- ✧ VA Contact Information

1-800-827-1000

www.va.gov

Refer to your demobilization handbook for
information and listings.

Additional websites for information:

www.cnrma.navy.mil/reserveaffairs/mobilization

www.jag.navy.mil

ALNAVRESFOR 030/03

✕ RETURN POLICY

- Drilling reservists MUST report to their Reserve activity upon completion of processing through NMPS.

✕ AT POLICY

AT may be authorized at the discretion of your Commanding Officer. Contact your Reserve Center.

ALNAVRESFOR 030/03

x Authorized Absences (AAs)

Unit CO's will liberally grant AAs to ensure returning reservists have sufficient time to reestablish themselves with their families and employers.

x IDTs/Drill periods

Full months missed while mobilized must be recorded as AA's and may NOT be rescheduled/performed.

ALNAVRESFOR 030/03

ENLISTED

All drilling personnel will be returned to pay status upon demobilization for a minimum of ONE year.

OFFICERS

Individual circumstances will need to be considered, to the greatest extent possible, officers will be afforded an equitable, if not enhanced, opportunity for pay status upon demobilization.

ALNAVRESFOR 030/03

- All enlisted personnel and all 04 and below officers are eligible for pay assignment based on set criteria.
- 05/06 Officers may return to the pay status they would have been in for FY04

PAY SYSTEMS

SGLI - PAYMENTS MADE WHILE ON ACTIVE DUTY WERE NOT RECOGNIZED BY THE RESERVE PAY SYSTEM.

BY THE TIME YOU RETURN TO DRILLING STATUS, THE RESERVE PAY SYSTEM SHOULD HAVE CORRECTED THE DEBIT.

IF YOU DRILL AND YOUR LES DOES SHOW A SGLI DEBIT FOR THE MONTHS YOU WERE ON ACTIVE DUTY, CONTACT YOUR NRA NSIPS COORDINATOR WHO WILL THEN CONTACT DFAS TO MAKE THE CORRECTION.

PAY SYSTEMS

Family SGLI

- Spousal premiums for recalled reservists were not taken from pay while on active duty.
- A lump-sum deduction will be made upon return to SELRES status.
- Corrective action is the same as for the service member. Send a copy of orders and active duty LES to DFAS.

QUESTIONS?

NMPS Information

- Hours of Operation (0730 - 1600)
- Phone number (444-3294/9171)
- CDO phone (757) 438-3375
- TPU Quarterdeck (444-1640 After 1600)
- Medical/Dental (445-6622)

MUSTERING

Ensure you report to NMPS every day.
Ensure you check out with an NMPS
Processing staff member to update your
process status each day!

REMEMBER

- ✍ Report to NMPS Processing Site for final steps of demob process.
- ✍ Demob complete only when you have submitted Sections A, B, C, D, and E of Appendix K to Processing Center and you have received a copy of the signed Section F of Appendix K.
- ✍ Appendix K, NMPS Demob Checklist

RECALL IS IMMINENT

- ✍ Review NMPS Information quarterly (GMT)
 - review CNRMA website for good preparation
 - http://www.cnrma.navy.mil/reserve_affair.htm

THANK YOU!

